

Enterprise Project Manager Senior – Project, Contract and Procurement Quality

Summary: The Strategic Technology Solutions (STS) division within the Department of Finance & Administration is implementing initiatives to enhance IT project, contract and procurement quality for its customer agencies in a phased approach, including a formal Project Review Board (PRB). STS seeks a highly qualified and experienced Enterprise Project Manager Senior for a new position focused on these initiatives.

The Enterprise Project Manager Senior in this position will be responsible for the following:

1. Operation and administration of the STS PRB including assessments of project quality, scheduling of meetings, agenda preparation, documentation of minutes. As needed assist Director in establishment and refinement of PRB scope, approach and methodology.
2. Review, evaluation and recommendation of improvements of draft IT procurement and contract documents to maximize clarity, completeness and enforceability. As needed assist in development and refinement of review criteria, approach and methodology. May coordinate review and development of standard contract language.
3. Responsible for coordinating appropriate input and approval from appropriate experts within STS and with the Central Procurement Office as well.
4. Management of other IT projects as assigned.

With respect to general project management duties: the Enterprise Project Manager Senior will provide guidance at a statewide (enterprise) level and be responsible for oversight and management of medium-large enterprise application and infrastructure projects and initiatives. Projects will require significant governance responsibilities involving multiple departments. The Enterprise Project Manager Senior performs work at the enterprise level and across the departments within STS. Duties will include contract management, project management, organizational change management, vendor relationships, recruiting, team building, resource management, and risk/issue resolution.

This person reports to the STS Director of PMO Services.

Required Experience:

- Requires an extensive background in managing large, complex projects that cross multiple business units with outstanding interpersonal and communication skills.
- Demonstrate strong leadership, collaboration and communication skills in working with all levels in state government and any external stakeholders.
- Experience must include prior IT Services contract management and/or IT services Procurement.
- Experience must include scheduling, establishing level of effort, resource loading and management of the project team, comprised of technical and program staff as well as contractors from one or more firms, to complete tasks within estimated time frames and budget.
- Use of PMBOK for managing the project.
- Effectively manages and monitors issues/risks. Ensures issues/risks are tracked and escalated as needed.
- Demonstrate strong interpersonal skills with all levels of personnel and demonstrate the ability to motivate employees/teams to apply skills and techniques to solve dynamic problems.
- Effectively develop and deliver formal presentations to project sponsors and/or business process owners. Build consensus and support throughout the project lifecycle.
- Must have a bachelor's degree.
- Must have at least 7+ years large, complex IT development and implementation experience.

Preferred Experience:

- 3+ years' experience in TN State Government IT project management, IT Services contract management and IT Services procurement is strongly preferred.
- 10+ years large, complex IT development and implementation experience.
- MBA or Master's degree.
- Experience working in the governmental sector (local, state, or federal).
- Strong IT technical background.
- Experience as software developer or development manager.
- Experience working with Agile software development methods.
- Certification in one of the following: Project Management Professional (PMP), Six Sigma, LEAN, Business Process Management.

Please submit your resume to EIT.resumes@tn.gov.

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